



GORZYCKI MIDDLE SCHOOL
AUSTIN Independent School District

CHROMEBOOK POLICIES

Gorzycki students are expected to bring their fully charged Chromebooks in a carrying case every single day.

Chromebook Cases:

Gorzycki students are expected to carry their Chromebooks in a protective case **at all times**. Students may choose to purchase their own case as long as it provides excellent protection against accidental damage. Tote bags and other bags or binders without a heavily padded laptop area are NOT acceptable.

Damaged Chromebooks:

All incidents of damage or defect should be immediately reported to Jennifer Holkan, Student Device Manager.

If the damage was due to a **manufacturer defect** covered by warranty (ex. battery failure, motherboard failure, etc.), a replacement device will be issued at no cost to the student.

If the damage is considered **preventable** (ex. cracked screen or frame, liquid spillage, etc.), a replacement device will be issued after the parent/guardian has paid the necessary damage fee. **A replacement device will be issued only when this fee is paid in full.**

If the damage was **intentional** (ex. throwing the computer, picking off the keys, damaging another student's device, etc.), **disciplinary action such as after-school detention or ISS will be assigned by the assistant principal in addition to the maximum damage fee.** A replacement device will be issued only when this fee is paid in full and within the restrictions of campus administrators.

Damage Fees (for preventable and intentional damage):

1st accidental damage = covered by warranty
2nd damaged device = \$50
3rd damaged device = \$100
4th damaged device = \$150
5th+ damaged device = \$200
Destroyed, Unrepairable, or Lost Device = \$300

Chromebooks Left at Home:

Students may contact home to have their devices brought into the front office. Devices will be delivered to the student. Students without their device may not be able to complete assigned work in class, and will have to complete work as homework.

Chromebooks Left on the School Bus:

Parents should contact the AISD Bus Depot at (512) 414-6500 with their child's bus number. Arrangements should be made to pick up their child's device at 3300 Jones Road the same day.

Chromebook Storage:

Chromebooks should be stored in the student's **locked** locker during lunch, PE, sports practice, and when not in use. Disciplinary action may be assigned by the assistant principal for failing to secure devices.

Lost Chromebooks:

Students must make every effort to locate the device. If the device was lost at school, students should check with all of their teachers in each of their classrooms, all lost and found areas, the library, the front office, and inside any empty lockers close to their locker. If the device is still missing after three days, a replacement device will be issued after filing a report with AISD Police. Replacements will be assessed the lost device replacement fee, along with disciplinary action if warranted.

Stolen Chromebooks:

Stolen Chromebooks must immediately be reported to your local police department (stolen off-campus) or to AISD Police (stolen on-campus). A case number or a copy of the police report must be provided to obtain a replacement device.

Personal Devices:

Gorzycki does not allow students to use personal devices. Only district-issued Chromebooks are approved for use at Gorzycki MS. Gorzycki is not a "bring your own device" campus.

Chromebook Chargers:

Students should bring their charger to school every day, along with their fully charged chromebook. Students/parents are responsible for replacing lost or broken Chromebook chargers. A compatible USB-C charger can be purchased from vendors such as Amazon, etc.

Replacement Fees:

Replacement or damage fees for Chromebooks can be paid by cash, check (made out to GMS) or via My School Central using the following link (please note this link charges processing fees):
<https://gorzycki.myschoolcentral.com/>

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Upon registration, all guardians were provided with and agreed to the Austin ISD technology policies which reads as follows:

Responsible Use Policy:

- [6-12 Student RUP \(English\)](#)
- [6-12 Student RUP \(Spanish\)](#)

Everyone:1:

<https://www.austinisd.org/technology/student-devices>

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Questions?

Please contact Jennifer Holkan, GMS Student Device Manager with any questions at jennifer.holkan@austinisd.org. Students needing Chromebook support may visit Mrs. Holkan in the library.